

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-37				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base                      Option Period Number    2			Title of Work Assignment/SF Site Name Emergency Preparedness, Respon				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.2, 2.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.6					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From 07/01/2017 To 06/30/2018				
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2018				0						
This Action:				1,450						
Total:				1,450						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Brian Pickard  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0827 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

**WORK ASSIGNMENT (WA)**  
**PERFORMANCE WORK STATEMENT (PWS)**  
**Contract: Cadmus EP-C-15-022**  
**Work Assignment: WA 2-37**  
**Period of Performance: July 1, 2017 to June 30, 2018**

**Title: Emergency Preparedness, Response and Recovery**

**LOE: 1,450 hours**

**PWS Sections: 2.2, 2.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.6**

**Work Assignment Contracting Officer's Representative (WACOR):**

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**Alternate WACOR:**

**Name:** Kevin Tingley  
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**Street Address:** 1200 Pennsylvania Ave., NW  
**City, State, Zip:** Washington, DC 20460

**I. PURPOSE:**

The purpose of this work assignment is to augment the Environmental Protection Agency's (EPA's) efforts to protect the nation's water infrastructure. The nation's water infrastructure is subject to threats from various entities, as well as natural disasters, and preparedness information, training, and insight will provide support toward improved response to threats and incidents. Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its effort to: enhance and promote national emergency preparedness, disaster response, and mutual aid and



assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises;
- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;
- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery.

Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

## **II. BACKGROUND:**

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's critical infrastructure and key responders' abilities to detect and monitor environmental threats." The tasks included in this work assignment support EPA's efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or man-made incident.

## **III. QUALITY ASSURANCE:**

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

## **IV. DETAILED TASK DESCRIPTION:**

Along with Task 0, Work Plan, Progress Evaluations, and Monthly Progress Reports, there are six tasks described in this work assignment. All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate EPA review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

**Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan (WP) that describes how each task will be carried out. The WP shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the WP shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the WP shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WAs under this contract is not occurring.

**Deliverables:** Work plan and monthly progress and financial reports.

### **Task 1: Emergency Response Communications**

The contractor shall provide support for the implementation of the Emergency Response (ER) Team Communications Strategy, developed in the previous period of performance. Specific tasks associated with this activity include:

1. Bi-weekly meetings with contractor and WACOR to track communications strategy and activity progress
2. Periodic collection of key metrics to track progress and overall communications strategy effectiveness

Meeting and metric information shall be consolidated into a deliverable titled ER Team Communications Report at the end of fiscal year 2017 (September 30, 2017). The ER Team and Division-level communication activities (tasked to Cadmus under a different work assignment) shall be aligned to eliminate redundancy and maximize effectiveness. No travel is expected for this task.

### **Task 2: State Emergency Response Exercises for the Water Sector**

The contractor shall continue to support the development of two tabletop exercises in Vermont and Wyoming that will test the ability of water sector emergency response stakeholders to provide coordinated response to a major disaster affecting the water sector. Planning for these exercises began during the previous option period (option period 1), and the exercises are planned for September 2017. The contractor shall also provide support for development of one additional emergency response tabletop exercise for the water sector during the contract period of performance, location to be determined.

Stakeholders involved include EPA HQ (Office of Water, Office of Emergency Management), the Department of Health and Human Services (HHS), the Water Laboratory Alliance, one or more WARN networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, Water ISAC and water and wastewater utilities. Issues to explore are to be determined, but may include any of the following: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

For all three tabletop exercises, the contractor shall perform the following activities and develop the associated deliverables, as directed:

1. Work with EPA to identify Exercise Design Team members
2. Develop background materials for review by the Exercise Design Team
3. Provide guidance to the Exercise Design Team on exercise options
4. Facilitate and take notes at Exercise Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
  - a. Deliverable: meeting notes for Exercise Design Team calls
5. Develop exercise materials including information sheets, briefings, timelines, situation manuals, exercise plans, and job aids
  - a. Deliverable: Situation Manual for State Exercise
  - b. Deliverable: Exercise Fact Sheet
6. Facilitate the exercises and conduct the Hot Washes
7. Develop After Action Reports for exercise participants
  - a. Deliverable: Exercise After Action Report

For estimating purposes, it is anticipated that each of the three State Exercises (two from the previous period of performance and one under this period of performance) will require one trip for up to two (2) contractor staff lasting up to three days. The contractor should assume that the exercises will be conducted in Vermont, Wyoming and a TBD state in the Midwest.

#### Exercise Follow-up

The contractor shall also provide support, as needed, to each of the three state planning teams. Support could include the following:

1. Convening the Exercise Design Team for a "where are we now" meeting
  - a. Deliverable: Meeting notes for Design Team meeting
2. Working with the Exercise Design Team to determine which actions from their Improvement Planning Matrix remain to be addressed and develop plans for addressing them;
3. Leveraging the latest fact sheets and consolidating lists of resources that can help the states accomplish their action items. Resources cover topics such as power requirements, temporary water systems, and a checklist for utilities to use when coordinating with their local Emergency Management Agencies.
4. Leveraging materials from Fed FUNDS, helping state agencies develop or refine existing water

sector-specific Damage Assessment forms

5. Helping state agencies to develop or refine existing pre-identified resource requests/FEMA Action Request Forms

### **Task 3: Storm Ready Water Utilities**

The contractor shall continue to support the design and implementation of a ‘StormReady Water Utilities’ category under the StormReady program. The National Weather Service/NOAA StormReady program gives recognition to America's communities that have demonstrated the communication and safety skills needed to save lives and property--before, during and after the event.

The StormReady Supporter program was designed for organizations, businesses, facilities and local government entities that are actively engaged in weather safety and preparedness, but do not have the ability to meet all of the formal recognition guidelines of the StormReady program. Some StormReady Supporters are categorized by sector; for example, there is a ‘StormReady Schools’ category.

Unlike some other sectors, the water sector is relied upon by the community to not only remain safe during a disaster, but also to continue to provide service, whether it be provision of potable tap water, or safe treatment and disposal of wastewater.

Specific actions will be further defined through technical direction, and will depend on progress made in the previous period of performance. Actions and associated deliverables may include:

1. Convening and conducting a focus group meeting to discuss the development and implementation of a ‘StormReady Water Utilities’ category. This activity will involve working with the Baltimore/Washington D.C. region of the StormReady program.
  - a. Deliverable: Notes for StormReady Water Utilities Focus Group planning calls
  - b. Deliverable: StormReady Water Utilities Pilot report
2. Developing a "StormReady toolkit" for the Water Sector, which will help interested utilities to implement the policies and procedures that will make them more resilient and, by extension, earn the StormReady Water Utilities designation.
  - a. Deliverable: StormReady Water Utilities Pilot toolkit

The contractor will leverage existing WSD tools and resources, such as the Incident Action Checklists, the ‘Response on the Go’ mobile website, and the Hazard Mitigation Guide, to develop this program. No travel is expected for this task.

### **Task 4: Earthquake Resilience**

The contractor shall provide support for routine maintenance and updates to the new Earthquake GeoPlatform, developed under the previous period of performance. For updates, the contractor should assume addition of up to one GIS layer, to be determined at a later date, and addition of up to three successful earthquake resilience projects as new “dots” on the existing Earthquake GeoPlatform map. Information on the projects will be developed by EPA and provided to the contractor for addition to the GeoPlatform.

No travel is expected for this task.

### **Task 5: Drought Response and Recovery**

The contractor shall continue to assist EPA in video documentation of two (2) drought case study utilities, which shall be added to the Drought Case Study GeoPlatform website and shall follow the same format. Once completed, these two case study videos shall be added to the GeoPlatform (another “dot” on the map) to keep the site current.

The contractor shall also provide support for routine maintenance to the Drought Case Study GeoPlatform website, as directed by the EPA WACOR. This maintenance may include adding additional Drought narratives under the “Tell Your Drought Story” tab of the Drought GeoPlatform. Information on the projects will be developed by EPA and provided to the contractor for addition to the GeoPlatform.

No travel is anticipated for this task.

### **Task 6: Emergency Drinking Water Supply**

Provision of an emergency water supply involves collaboration and partnership between many stakeholders, including local and neighboring water utilities, the community, and various levels of government (including, potentially, the federal government).

The contractor shall continue with efforts from the previous period of performance to conduct an emergency drinking water supply project, which may include consideration of the type of events that could result in the loss of water; a timeline analysis, and step-wise process for procuring water; an assessment of equipment and other resource needs; and a communication and coordination plan. The contractor shall use concepts found in the document: *Planning for an Emergency Drinking Water Supply* (EPA 600/R-11/054, June 2011), to be supplied to the contractor by EPA, to design the pilot.

Deliverables associated with these activities include:

1. Meeting notes for up to two Emergency Water Supply Pilot planning calls
2. Emergency Water Supply Pilot Report

The project will involve not just the drinking water utilities and state primacy agencies, but also others who may be involved in implementing or supporting an emergency water supply plan. Potential participants may include the State National Guard, the Local Emergency Planning Committee (LEPC), Non-Governmental Organizations (NGOs), and state emergency response officials.

No travel is anticipated for this task.

## V. SCHEDULE/DELIVERABLES TABLE

Task	Deliverable	Quantity	Due Date
0	Work plan	1	Per contract requirements
0	Monthly progress and financial reports	12	Per contract requirements
1	ER Team Communications Report	1 Draft 1 Final	NLT 30 days after Oct 1, 2017
2	Meeting notes for State Exercise Design Team calls (includes improvement planning calls after exercise)	6-8 per exercise	NLT one week after meeting date
2	Situation Manual for State Exercise	1 per exercise	NLT 45 days after initial Design team call
2	Exercise Fact Sheet	1 per exercise	NLT 45 days after initial Design team call
2	Exercise After Action Report	1 per exercise	NLT 30 days after completion of exercise
3	Notes for StormReady Water Utilities Pilot planning calls	3	NLT one week after meeting date
3	StormReady Water Utilities Pilot report	1	October 2017, or as established by written technical direction
3	StormReady Water Utilities Pilot toolkit	1	December 2017, or as established by written technical direction
4	Earthquake GeoPlatform updates	1	December 2017, or as established by written technical direction
5	Drought GeoPlatform updates	1	December 2017, or as established by



			written technical direction
6	Meeting notes for Emergency Water Supply Pilot planning calls	2	NLT 14 days after completion of planning call
6	Emergency Water Supply Pilot Report	1	NLT 30 days after completion of pilot effort

## VI. REPORTING REQUIREMENTS

All reporting shall be submitted in accordance with the terms of the contract. This includes, but is not limited to, the following:

Monthly Progress Reports (including a progress evaluation discussion)

Financial Reports

## VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

## VIII. CONFERENCES AND WORKSHOPS

An EPA Form 5170 has been approved for Task 2. All additional tasks under this work assignment may require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and may require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they



can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

#### **IX. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **X. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **XI. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

#### **XII. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

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Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name GS Recordkeeping, Reporting				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.3, 4.3, 7.2, 7.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2018				0						
This Action:				805						
Total:				805						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Matt Colombo  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-6091 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

## **PERFORMANCE WORK STATEMENT**

**Cadmus EP-C-15-022**

**Work Assignment No. 2-38**

**July 1, 2017 – June 30, 2018**

### **I. ADMINISTRATIVE:**

**A. Title: Geologic Sequestration of Carbon Dioxide: Recordkeeping, Reporting and Data Management Support**

**B. Work Assignment Contracting Officer's    Alternate WACOR:  
Representative (WACOR):**

Matt Colombo

Office of Ground Water and Drinking  
Water (OGWDW)

1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460

202-564-6091

colombo.matt@epa.gov

Mary Rose Bayer

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1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460

202-564-1981

bayer.maryrose@epa.gov

**C. Quality Assurance:**

Tasks 1 through 2 in this work assignment (WA) require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under Task 0 of WA 0-38 consistent with the Agency's quality assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP). The PQAPP will cover all tasks in this WA. The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:**

In December 2010, the Environmental Protection Agency (EPA) promulgated "minimum requirements" for Class VI wells for geologic sequestration (GS) of carbon dioxide (CO<sub>2</sub>): permitting, siting, area of review evaluation, corrective action, well construction, operation, inspection, monitoring, recordkeeping, reporting, post-injection site care, plugging and abandonment, site closure and financial responsibility. EPA is currently implementing the Class VI regulations nationally to ensure protection of Underground Sources of Drinking Water (USDWs). Given the unique nature and scale of GS injection operations and the volumes of information submitted to the EPA as a result of the final requirements, it is incumbent upon the EPA to responsibly receive, evaluate, manage and store the data and information.

Pursuant to §1445(a)(1) of the Safe Drinking Water Act (SDWA), Federal Requirements at 40 CFR Parts 144 and 146 under the Underground Injection Control (UIC) Program for Carbon Dioxide (CO<sub>2</sub>) Geologic Sequestration (GS) Wells require permit applicants and owners or operators of Class VI wells to submit all required reports, submittals (e.g., the results of required periodic testing and monitoring associated with GS projects), and notifications, including initial permit applications, (required under subpart H) to EPA in an electronic format.

These requirements apply to permit applicants and owners or operators submitting information to EPA where EPA directly implements the Class VI Program and to states with Class VI primacy<sup>1</sup>, pursuant to §147.1. All UIC Class VI Program Directors will have access to the data through the EPA electronic data tool. The Class VI rule does not specify data format and related data characteristics that would support permit application development and facilitate decision-making by owners or operators and UIC Program Directors, nor does the rule provide specifics on the EPA electronic data system. Necessarily, EPA is in the process of making, implementing and documenting decisions regarding data format, storage, evaluation, and management to ensure regulatory compliance, safe and effective permitting, and protection of USDWs.

The tasks under this work assignment support Class VI implementation and fulfillment of the Agency's goal of protecting USDWs and supporting the deployment of CCS technologies.

Applicable sections of the contract level PWS are 2.3, 4.3, 7.2, 7.4. Anticipated LOE is 805 hours.

## **II. OBJECTIVE:**

Under this work assignment, the contractor shall support the advancement of Class VI permitting and rule implementation through the modification of and user support for Class VI data management modules in the GS Data Tool (GSDT), and the development of GSDT tutorials for owners and operators and permitting authorities.

## **III. TASK DETAILS:**

The contractor shall perform the following tasks:

### **Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-38.

The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the: Project-Specific Quality Assurance Project Plan (PQAPP) completed under Task(s) 0 of WA 0-38. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether

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<sup>1</sup> At the time of the development of this PWS, no states have Class VI Primacy.

significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR and WACOR if any changes to the tasks involving the collection and analysis of the data occur and prepare a new: Project-Specific Quality Assurance Project Plan (PQAPP) supplementing the Contract Level Quality Assurance Project Plan (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new: Project-Specific Quality Assurance Project Plan (PQAPP) approval from the PO via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

### **Task 1: GS Data Tool Updates, Maintenance, and User Support**

As a follow-on to work conducted under work assignment 1-38, the contractor shall support the update and maintenance of previously developed modules to support the Class VI permitting process. EPA anticipates that, during deployment, there will be a need for basic tool maintenance/minor updates in response to user feedback (e.g. to improve user comprehension of requirements, data tool functionality, or wording clarity). It is also anticipated that user support (e.g., updating user account information or providing presentations of GS Data Tool capabilities to users) may be required. The contractor should draw on previous experience with and knowledge of Class VI permitting to identify and support updates and maintenance, and provide user support.

#### **Subtask 1.1: GS Data Tool Module Updates**

It is anticipated that previously developed modules that are used by permitting authorities and permit applicants/owners or operators may require updates to accommodate new or different types of information/data or system integration requirements.

The contractor shall support updates to any previously developed GSDT modules. For estimation purposes, the contractor shall anticipate supporting five such updates during the performance period of this work assignment. The contractor shall update existing conceptual designs (in WORD) to support module updates and submit them to the EPA WACOR via email. The contractor shall also make any resultant updates to GS Data Tool user documentation related to these activities under this subtask.

Draft user documentation for module updates shall be provided (in WORD) to the EPA WACOR via email within one month of receipt of technical direction. Final user documentation shall be provided via email within two weeks of receipt of EPA WACOR comments. Minor updates that do not require modifying the design or page layout of a module (i.e., those that involve only text updates) should be considered to be system maintenance and are discussed/shall be completed under Subtask 1.2.

#### **Subtask 1.2: GS Data Tool Maintenance**

The contractor shall identify and support minor maintenance updates to clarify the text of previously designed and implemented modules in this or previous work assignments. For estimation purposes, the contractor shall anticipate ten minor updates during the performance period of this work assignment. The contractor shall update conceptual designs developed under a previous contract within two weeks of identification of items requiring updates and EPA WACOR technical direction. The contractor shall also make any resultant updates to GS Data Tool user documentation related to these activities under this subtask.

### **Subtask 1.3: User Support**

The contractor shall provide support to users of the GS Data Tool, including both EPA Headquarters and Regional users and permit applicant/owner or operator users. This support will include activities such as creating new user accounts, updating user account information, presenting GS Data Tool capabilities, coordinating with GS Data Tool development personnel to address users' technical problems, and other similar activities.

For estimation purposes, the contractor shall anticipate implementing ten such actions over the course of the performance period for this WA. User support activities shall be delivered within one week of receipt of technical direction from the EPA WACOR.

### **Subtask 1.4: GS Data Tool Conference Calls**

In support of ongoing GSDT development, the contractor shall participate in conference calls with EPA and other GSDT development personnel. EPA will initiate these calls with the contractor. For estimation purposes, the contractor shall anticipate participating in fifteen one-hour calls which will allow an opportunity for dialogue, question and answer and coordination among team members. It is not anticipated that the outcome of these calls will change the scope of contractor's work, but will serve to clarify specific details and/or decisions regarding the GSDT.

## **Task 2: GS Data Tool Tutorials**

As a follow-on to work conducted under work assignment 1-38, the contractor shall develop and revise conceptual designs for and productions of GSDT tutorials that support the efficient and effective use of the GSDT by owners or operators of Class VI wells and UIC Program Directors / permitting authorities.

### **Subtask 2.1: Tutorial Conceptual Design**

The contractor shall prepare conceptual designs for tutorials of GSDT modules. These designs will provide a written description to support the production of a tutorial. For estimation purposes, the tutorials should take the form of a digital recording of computer screen output (screencast) of modules with voice recording, videos of a person describing the steps of using the modules, or some combination of these two. For estimation purposes, the contractor shall anticipate developing conceptual designs for one GSDT module. The contractor shall deliver a draft of the design to the EPA WACOR for review and comment in an electronic format (WORD or PDF) within one month of receipt of technical direction from

the EPA WACOR. Final user documentation shall be provided via email within two weeks of receipt of EPA WACOR comments.

### **Subtask 2.2: Tutorial Production**

The contractor shall produce tutorials for GSDT modules. The tutorials will have both an audio and video component, as described in Subtask 2.1. For estimation purposes, the contractor shall anticipate developing one tutorial being no more than 45 minutes in length. The contractor shall deliver the tutorials to the EPA WACOR as video files electronically or on compact discs. If required by EPA policy, the contractor shall make the tutorials 508 compliant. The contractor shall deliver the produced tutorials within three weeks of receipt of technical direction from the EPA WACOR.

### **Subtask 2.3: Tutorial Revisions**

Once tutorials are produced, changes to the underlying modules or user needs may require revisions of previously designed tutorials. The contractor shall revise tutorial documentation and audio/video productions, as needed. For estimation purposes, the contractor shall anticipate making five such revisions. The contractor shall deliver the revised documentation (WORD or PDF) and/or the revised produced tutorials (electronic video file or compact disc) within one month of receipt of technical direction from the EPA WACOR.

## **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Work Plan and Monthly Progress Reports</b>		
	Workplan and Supplemental Project Specific Quality Assurance Project Plan	According to contract
	Monthly progress and financial reports	Monthly
<b>Task 1: GS Data Tool Update, Maintenance, and User Support</b>		
	Subtask 1.1: Draft User Documentation for module updates	Within one month of receipt of technical direction from the EPA WACOR
	Subtask 1.1: Final User Documentation for module updates	Within two weeks of receipt of comments from the EPA WACOR
	Subtask 1.2: Maintenance updates	Within two weeks of identification of items requiring updates and EPA WACOR technical direction
	Subtask 1.3: User support activities	Within one week of receipt of technical direction from the EPA



		WACOR
<b>Task 2: GS Data Tool Tutorials</b>		
	Subtask 2.1: Draft Tutorial Conceptual Design	Within one month of receipt of technical direction from the EPA WACOR, July – November 2017
	Subtask 2.1: Final Tutorial Conceptual Design	Within two weeks of receipt of technical direction from the EPA WACOR, July 2017- January 2018
	Subtask 2.2: Tutorial Production	Within three weeks of receipt of technical direction from the EPA WACOR, July 2017 – February 2018
	Subtask 2.3: Tutorial Revisions	Within one month of receipt of technical direction from the EPA WACOR

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **IX. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-38				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			GS Recordkeeping, Reporting				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.3, 4.3, 7.2, 7.4					
Purpose:					Period of Performance					
<input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					From 07/01/2017 To 06/30/2018					
Comments: The purpose EP-C-15-022 WA 2-38 Amd 1 is to correct a typo in Subtask 2.2 from: "For estimation purposes, the contractor shall anticipate developing ONE tutorial being no more than 45 minutes in length." To: "... the contractor shall anticipate developing FIVE tutorials being no more than 45 minutes in length."										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 805				
09/01/2015 To 06/30/2018										
This Action:						0				
Total:						805				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Matt Colombo						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-6091				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Noelle Mills						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2171				
						FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 2-38 Amendment 1**  
**July 1, 2017 – June 30, 2018**

**I. ADMINISTRATIVE:**

**A. Title: Geologic Sequestration of Carbon Dioxide: Recordkeeping, Reporting and Data Management Support**

**B. Work Assignment Contracting Officer's    Alternate WACOR:  
Representative (WACOR):**

Matt Colombo

Office of Ground Water and Drinking  
Water (OGWDW)

1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460

202-564-6091

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Mary Rose Bayer

Office of Ground Water and Drinking  
Water (OGWDW)

1200 Pennsylvania Avenue, NW (MC: 4606M)  
Washington, DC 20460

202-564-1981

bayer.maryrose@epa.gov

**C. Quality Assurance:**

Tasks 1 through 2 in this work assignment (WA) require the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under Task 0 of WA 0-38 consistent with the Agency's quality assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP). The PQAPP will cover all tasks in this WA. The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:**

In December 2010, the Environmental Protection Agency (EPA) promulgated "minimum requirements" for Class VI wells for geologic sequestration (GS) of carbon dioxide (CO<sub>2</sub>): permitting, siting, area of review evaluation, corrective action, well construction, operation, inspection, monitoring, recordkeeping, reporting, post-injection site care, plugging and abandonment, site closure and financial responsibility. EPA is currently implementing the Class VI regulations nationally to ensure protection of Underground Sources of Drinking Water (USDWs). Given the unique nature and scale of GS injection operations and the volumes of information submitted to the EPA as a result of the final requirements, it is incumbent upon the EPA to responsibly receive, evaluate, manage and store the data and information.

Pursuant to §1445(a)(1) of the Safe Drinking Water Act (SDWA), Federal Requirements at 40 CFR Parts 144 and 146 under the Underground Injection Control (UIC) Program for Carbon Dioxide (CO<sub>2</sub>) Geologic Sequestration (GS) Wells require permit applicants and owners or operators of Class VI wells to submit all required reports, submittals (e.g., the results of required periodic testing and monitoring associated with GS projects), and notifications, including initial permit applications, (required under subpart H) to EPA in an electronic format.

These requirements apply to permit applicants and owners or operators submitting information to EPA where EPA directly implements the Class VI Program and to states with Class VI primacy<sup>1</sup>, pursuant to §147.1. All UIC Class VI Program Directors will have access to the data through the EPA electronic data tool. The Class VI rule does not specify data format and related data characteristics that would support permit application development and facilitate decision-making by owners or operators and UIC Program Directors, nor does the rule provide specifics on the EPA electronic data system. Necessarily, EPA is in the process of making, implementing and documenting decisions regarding data format, storage, evaluation, and management to ensure regulatory compliance, safe and effective permitting, and protection of USDWs.

The tasks under this work assignment support Class VI implementation and fulfillment of the Agency's goal of protecting USDWs and supporting the deployment of CCS technologies.

Applicable sections of the contract level PWS are 2.3, 4.3, 7.2, 7.4. Anticipated LOE is 805 hours.

## **II. OBJECTIVE:**

Under this work assignment, the contractor shall support the advancement of Class VI permitting and rule implementation through the modification of and user support for Class VI data management modules in the GS Data Tool (GSDT), and the development of GSDT tutorials for owners and operators and permitting authorities.

## **III. TASK DETAILS:**

The contractor shall perform the following tasks:

### **Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-38.

The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the: Project-Specific Quality Assurance Project Plan (PQAPP) completed under Task(s) 0 of WA 0-38. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether

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<sup>1</sup> At the time of the development of this PWS, no states have Class VI Primacy.

significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level COR and WACOR if any changes to the tasks involving the collection and analysis of the data occur and prepare a new: Project-Specific Quality Assurance Project Plan (PQAPP) supplementing the Contract Level Quality Assurance Project Plan (QAPP) accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new: Project-Specific Quality Assurance Project Plan (PQAPP) approval from the PO via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

### **Task 1: GS Data Tool Updates, Maintenance, and User Support**

As a follow-on to work conducted underwork assignment 1-38, the contractor shall support the update and maintenance of previously developed modules to support the Class VI permitting process. EPA anticipates that, during deployment, there will be a need for basic tool maintenance/minor updates in response to user feedback (e.g. to improve user comprehension of requirements, data tool functionality, or wording clarity). It is also anticipated that user support (e.g., updating user account information or providing presentations of GS Data Tool capabilities to users) may be required. The contractor should draw on previous experience with and knowledge of Class VI permitting to identify and support updates and maintenance, and provide user support.

#### **Subtask 1.1: GS Data Tool Module Updates**

It is anticipated that previously developed modules that are used by permitting authorities and permit applicants/owners or operators may require updates to accommodate new or different types of information/data or system integration requirements.

The contractor shall support updates to any previously developed GSDT modules. For estimation purposes, the contractor shall anticipate supporting five such updates during the performance period of this work assignment. The contractor shall update existing conceptual designs (in WORD) to support module updates and submit them to the EPA WACOR via email. The contractor shall also make any resultant updates to GS Data Tool user documentation related to these activities under this subtask.

Draft user documentation for module updates shall be provided (in WORD) to the EPA WACOR via email within one month of receipt of technical direction. Final user documentation shall be provided via email within two weeks of receipt of EPA WACOR comments. Minor updates that do not require modifying the design or page layout of a module (i.e., those that involve only text updates) should be considered to be system maintenance and are discussed/shall be completed under Subtask 1.2.

#### **Subtask 1.2: GS Data Tool Maintenance**

The contractor shall identify and support minor maintenance updates to clarify the text of previously designed and implemented modules in this or previous work assignments. For estimation purposes, the contractor shall anticipate ten minor updates during the performance period of this work assignment. The contractor shall update conceptual designs developed under a previous contract within two weeks of identification of items requiring updates and EPA WACOR technical direction. The contractor shall also make any resultant updates to GS Data Tool user documentation related to these activities under this subtask.

### **Subtask 1.3: User Support**

The contractor shall provide support to users of the GS Data Tool, including both EPA Headquarters and Regional users and permit applicant/owner or operator users. This support will include activities such as creating new user accounts, updating user account information, presenting GS Data Tool capabilities, coordinating with GS Data Tool development personnel to address users' technical problems, and other similar activities.

For estimation purposes, the contractor shall anticipate implementing ten such actions over the course of the performance period for this WA. User support activities shall be delivered within one week of receipt of technical direction from the EPA WACOR.

### **Subtask 1.4: GS Data Tool Conference Calls**

In support of ongoing GSDT development, the contractor shall participate in conference calls with EPA and other GSDT development personnel. EPA will initiate these calls with the contractor. For estimation purposes, the contractor shall anticipate participating in fifteen one-hour calls which will allow an opportunity for dialogue, question and answer and coordination among team members. It is not anticipated that the outcome of these calls will change the scope of contractor's work, but will serve to clarify specific details and/or decisions regarding the GSDT.

## **Task 2: GS Data Tool Tutorials**

As a follow-on to work conducted under work assignment 1-38, the contractor shall develop and revise conceptual designs for and productions of GSDT tutorials that support the efficient and effective use of the GSDT by owners or operators of Class VI wells and UIC Program Directors / permitting authorities.

### **Subtask 2.1: Tutorial Conceptual Design**

The contractor shall prepare conceptual designs for tutorials of GSDT modules. These designs will provide a written description to support the production of a tutorial. For estimation purposes, the tutorials should take the form of a digital recording of computer screen output (screencast) of modules with voice recording, videos of a person describing the steps of using the modules, or some combination of these two. For estimation purposes, the contractor shall anticipate developing conceptual designs for one GSDT module. The contractor shall deliver a draft of the design to the EPA WACOR for review and comment in an electronic format (WORD or PDF) within one month of receipt of technical direction from

the EPA WACOR. Final user documentation shall be provided via email within two weeks of receipt of EPA WACOR comments.

### **Subtask 2.2: Tutorial Production**

The contractor shall produce tutorials for GSDT modules. The tutorials will have both an audio and video component, as described in Subtask 2.1. For estimation purposes, the contractor shall anticipate developing five tutorials being no more than 45 minutes in length. The contractor shall deliver the tutorials to the EPA WACOR as video files electronically or on compact discs. If required by EPA policy, the contractor shall make the tutorials 508 compliant. The contractor shall deliver the produced tutorials within three weeks of receipt of technical direction from the EPA WACOR.

### **Subtask 2.3: Tutorial Revisions**

Once tutorials are produced, changes to the underlying modules or user needs may require revisions of previously designed tutorials. The contractor shall revise tutorial documentation and audio/video productions, as needed. For estimation purposes, the contractor shall anticipate making five such revisions. The contractor shall deliver the revised documentation (WORD or PDF) and/or the revised produced tutorials (electronic video file or compact disc) within one month of receipt of technical direction from the EPA WACOR.

## **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Work Plan and Monthly Progress Reports</b>		
	Workplan and Supplemental Project Specific Quality Assurance Project Plan	According to contract
	Monthly progress and financial reports	Monthly
<b>Task 1: GS Data Tool Update, Maintenance, and User Support</b>		
	Subtask 1.1: Draft User Documentation for module updates	Within one month of receipt of technical direction from the EPA WACOR
	Subtask 1.1: Final User Documentation for module updates	Within two weeks of receipt of comments from the EPA WACOR
	Subtask 1.2: Maintenance updates	Within two weeks of identification of items requiring updates and EPA WACOR technical direction
	Subtask 1.3: User support activities	Within one week of receipt of technical direction from the EPA



		WACOR
<b>Task 2: GS Data Tool Tutorials</b>		
	Subtask 2.1: Draft Tutorial Conceptual Design	Within one month of receipt of technical direction from the EPA WACOR, July – November 2017
	Subtask 2.1: Final Tutorial Conceptual Design	Within two weeks of receipt of technical direction from the EPA WACOR, July 2017- January 2018
	Subtask 2.2: Tutorial Production	Within three weeks of receipt of technical direction from the EPA WACOR, July 2017 – February 2018
	Subtask 2.3: Tutorial Revisions	Within one month of receipt of technical direction from the EPA WACOR

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **IX. QUALITY ASSURANCE SURVEILLANCE PLAN**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-39				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name Needs Survey				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.1, 6.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: Work shall not commence until 7/1/17. An immediate start has not been issued with this work assignment.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2018				0						
This Action:				2,910						
Total:				2,910						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Robert Barles  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-3814 FAX Number:				
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Work Assignment #2-39**  
**EP-C-15-022**  
**Performance Period 7/1/17-6/30/18**

**I. ADMINISTRATIVE**

**A. Title: Support for the 2019 Infrastructure Needs Survey**  
(Conducted under Section 6.1 "Surveys & Information Collection" of Performance Work Statement. Estimated LOE - 2910 hours)

**B. Work Assignment Contract  
Officer's Representative (WACOR) :**

Robert Barles  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC:4606M)  
Washington, DC 20460  
202-564-3814  
202-564-3757 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3756 (fax)

**C. Quality Assurance:** The purpose of this Work Assignment (WA) is to support the design and stakeholder coordination for a national survey (2019 Drinking Water Infrastructure Needs Survey, DWINS, or "Needs Survey"). As part of both Task 1 and Task 2 support, specific procedures for the collection, use and analysis of primary and secondary data and measures to assure the quality will need to be described in detail in a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) to be completed under Task 0 of this WA. The new SQAPP will be an update to the one developed under Task 0 of WA 0-39 for the previous 2015 Needs Survey.

The SQAPP shall be consistent with the Agency's quality assurance (QA) requirements and serve to append the Contract Level Quality Assurance Project Plan (QAPP). The project specific quality assurance requirements of the SQAPP must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** This WA is in support of the initial year of a four-year effort to design, conduct, analyze and report the 2019 Needs Survey.

A critical element of the National Drinking Water Program is the oversight of the Drinking Water State Revolving Fund (DWSRF) authorized by Congress to help capitalize state revolving fund programs to provide loans and grants to the Nation's drinking water systems to assist them in addressing their infrastructure investment needs. A key activity conducted by the Office of Ground Water and Drinking Water (OGWDW) in support of the DWSRF program is the conduct of a large survey to determine the infrastructure investment needs of the Nation's drinking water systems. The quadrennial DWINS not only results in a report to the U.S. Congress on the needs for infrastructure investment in the drinking water industry but also provides the basis for the allotment of the annual DWSRF grants to the States based on their relative investment needs.

**II. OBJECTIVE**

Under this work assignment, the contractor shall provide support for the design and preparation for the 2018 Needs Survey effort with the primary focus under this work assignment being to: support the development of the design of the Needs Survey with input from stakeholders; development of the questionnaire and sample frame; development of required materials for the Information Collection Rule (ICR) to be approved by the Office of Management and Budget (OMB), and the development of training materials.

Since the completion of the entire 2019 Survey (cumulating in the RtC and follow-up briefings including to Congressional staff) will continue into 2021, the WACOR will direct the contractor on closing out this WA in the best manner possible to facilitate continuation of the effort into the subsequent option year efforts.

### **III. TASK DETAIL**

The contractor shall perform the following tasks:

#### **Task 0: Work Plan Submission.**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

For both the efforts under Task 1 and Task 2, the contractor shall develop a new SQAPP that describes the procedures for the collection, use and analysis of data in this work assignment will be undertaken in accordance with EPA quality assurance policies and requirements and the surveying policies and benchmarks established in partnership with the states and industry. The new SQAPP will be based on the previous SQAPP completed under WA 0-39 for the previous 2015 Needs Survey.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Project Officer (PO) and WACOR if any changes to the tasks involving the collection and analysis of the data occur. With OMB approval of the ICR (as describe in Task 1), the contractor shall provide an updated SQAPP to reflect any changes to the final approved surveying methods of the 2019 effort.

Deliverables: Meeting notes and analysis Work plan, Supplemental Project Specific Quality Assurance Project Plan, monthly progress and financial reports.

#### **Task 1: Support for the Development of the Design for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)**

As a continuation of support under Task 2 of the previous Cadmus WA 1-39, the contractor shall continue to assist the Environmental Protection Agency (EPA) in undertaking the design of the 2015 DWINS with end products including: (1) an

issues paper; (2) a resolution of issues paper; (3) an initial survey design paper; (4) an analysis of any needed changes to the Needs Survey data base architecture and procedures used in the 2015 Survey effort; and (5) an initial mock-up of training materials to be used with Regional and State Survey Coordinators.

**Subtask 1.1: Conference Call Support.** Prior to the EPA meeting with Regional/state coordinators under Task 1.2, the contractor shall assist EPA in conducting four (4) to seven (7) conference calls with either EPA management team or the Regional/State coordinators to elicit issues needing resolution and options for such resolutions with pros and cons. A key objective shall be to resolve as many issues as possible prior to the conduct of the EPA meeting described under Sub-Task 1.2. The contractor shall provide one (1) technical expert to serve as the conference call facilitator as well as one (1) staff person to provide note-taking services during the conference calls. For planning purposes, it is anticipated that each conference call will be approximately two (2) hours in duration.

Deliverables: Meeting notes and analysis

**Subtask 1.2: Logistical Support for EPA/State Coordinators Meeting.** The contractor shall provide logistical support for the conduct of one (1) EPA/State meeting with the Regional/State Needs Survey Coordinators. The meeting shall be structured around the findings and issues arising from the conduct of the previous 2015 Needs Survey to determine areas of improvement for the 2019 Survey. The objective of the meeting will be to attain near-consensus on resolution of raised issues and the design of the 2019 Survey. EPA anticipates that the meeting will be held in Memphis Tennessee and shall involve no more than 50 participants. Logistical support for this subtask shall include: (a) working with hotels in the area to arrange a bank of rooms for participants to contact to make reservations for accommodations; (b) working with small conference facilities to arrange meeting location and logistics and communicating that information to participants; (c) working with WACOR to prepare the meeting agenda; (d) survey expert support to address issues raised at the meeting; and (e) note taking support. For budgeting purposes, the contractor shall assume the need for travel to the meeting by four contract personnel.

Deliverables: Conference location and logistical information; attendees list; annotated agenda and issues list; meeting notes and analysis

**Sub-Task 1.3: Support for EPA Decision on Final Survey Design.** Based on the information gathered at the workshop under Task 1.2, the contractors shall develop a draft issue resolution paper and a draft survey design paper. The drafts of these papers shall be provided to the EPA WACOR and to the Regional/State Coordinators for review and comment. Upon final review and comment, the contractor shall develop a final of these papers and draft an initial training manual mock up for review and approval by the WACOR.

Deliverables: Draft and final issue papers; initial training manual mock up

**Sub-Task 1.4: Analysis of Needed Changes to 2015 Survey Data Base Architecture and Procedures.**

While considerable new data will be inputted into the existing Needs Survey data based (used in the 2015 effort), it is expected that no further development of the data base structure or procedures will be necessary outside of EPA's own internal IT and security policies and efforts. However, the contractor shall undertake a review of the propose 2019 Survey's design, methods and procedures to determine if there will be any need to change the current data base architecture or procedures from a user's prospective. Furthermore, the contractor shall maintain a minimum level of IT expertise of the data base in order to provide any program/data user input requested by EPA's IT offices involved in the hosting and maintenance of the data base particularly the Office of Water's Information Management Officers (IMOs) and the Office of Environmental Information (OEI).

Deliverables: IT analysis paper of needed changes, if any, to existing data base.

**Task 2: Preparation for Initiating the 2019 Drinking Water Infrastructure Needs Survey (DWINS) – (PWS SECTION: 3.1.1)**

Based on EPA final design decisions resulting from support under Task 1, the contractor shall assist EPA in preparing to undertake the 2019 Survey.

**Subtask 2.1: Support to Establish the Sample Frame and Statistical Sample.**

The contractor shall develop the sample frame and determined the statistical sample for the survey based on EPA's final design decisions resulting from support under Task 1.

Deliverables: Description of final sample frame.

**Subtask 2.2: Development of survey questionnaire and supporting documentation.**

The contractor shall develop the survey questionnaire in a manner similar to that done for the 2015 Survey but including any necessary modifications resulting from EPA's final survey design decisions resulting from support under Task 1.

Deliverables: Draft and final Survey questionnaire and supporting documentation.

**Subtask 2.3: Support for expert peer review of survey design, materials and approach.**

The contractor shall develop a package of documents including the 2019 Survey's methodology, questionnaire and support documentation, and training materials to be submitted by the WACOR to an Agency peer review process. The contractor shall provide support to the WACOR in responding to any issues or questions raised by the peer review process. For budget planning purposes, the contractor shall assume a similar effort as that done for the 2015 Survey.

Deliverables: A package of documents including the 2019 Survey's methodology, questionnaire and support documentation, and training materials for submission to EPA peer review process

**Subtask 2.4: Support for the preparation and defense of the Information Collection Rule (ICR) submittal for OMB approval.** The contractor shall assist EPA in the development of the ICR and supporting materials for OMB review and approval. For budget planning purposes, the contractor shall assume a similar effort as that done for the 2015 Survey.

Deliverables: Draft and final ICR

#### **IV. SCHEDULE OF DELIVERABLES**

TASK No.	DELIVERABLE	DATE DUE TO EPA
<b>Task 0: Work Plan Submission</b>		
	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
<b>Task 1: Support for the Development of the Design for the 2015 Drinking Water Infrastructure Needs Survey (DWINS)</b>		
	Issue papers and analysis	September–November 2017
	Materials for Survey coordinators meeting	March 2018
	Issue paper and initial training material mock-up	March 2018
	Analysis paper on needed changes to data base architecture and procedures	March 2018
<b>Task 2: Preparation for 2019 Needs Survey</b>		
	Sample frame description	March 2018
	Survey questionnaire and supporting materials	March 2018
	Package for peer review process	April 2018
	Draft ICR document	June 2018

#### **V. MISCELLANEOUS**

##### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format: Power Point, Office 2003 or higher

Preferred graphics format: Each graphic is an individual GIF file



Preferred portable format: Adobe Acrobat, version 6.0

#### **VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

#### **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **IX. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **X. Travel**

The contractor shall receive advanced approval from the CL-COR for all non-local travel and this process shall be separate from the work plan approval process. Authorized travel shall be limited to travel in direct support of tasks associated with this work assignment. Travel and associated costs shall be allowable in accordance with the contract level clauses. Requests for contractor travel authorizations shall contain the following at a minimum: (1) Individual(s) traveling. Identify position and affiliation as a contractor/subcontractor employee or authorized consultant. (2) Description of circumstances necessitating the travel. Identify the task that will benefit from the travel and detail the correlation of the travel to the requirements of the Work Assignment. (3) Identify the estimated cost and include a cost breakdown.

**XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      1			Title of Work Assignment/SF Site Name Needs Survey				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.1, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-39 is to add a new task 3 to provide support for an extensive rewriting of the draft Report to Congress (RtC), additional analysis to support the findings of the Needs Survey and publishing of the final RtC and fact sheet including electronic versions.										
<input type="checkbox"/> Superfund						Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,910						
09/01/2015 To 06/30/2018										
This Action:				295						
Total:				3,205						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Robert Barles  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-3814 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Work Assignment #2-39 Amendment #1**  
**EP-C-15-022**  
**Performance Period 7/1/17-6/30/18**

**I. ADMINISTRATIVE**

**A. Title: Extended Support for the 2015 Infrastructure Needs Survey**  
(Conducted under Section 6.1 "Surveys & Information Collection" of Performance Work Statement. Estimated LOE - 295 hours)

**B. Work Assignment Contract  
Officer's Representative (WACOR) :**

Robert Barles  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC:4606M)  
Washington, DC 20460  
202-564-3814  
202-564-3757 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3756 (fax)

**C. Quality Assurance:** The quality assurance requirements described and pursued under the existing Task 0 will apply to this amended effort.

**D. Background:** This WA provides extended contractual support to conduct and complete the 2015 Drinking Water Infrastructure Needs Survey (DWINS or "Needs Survey"). This amendment provides additional support to EPA to address an unexpected delay and expansion of the review of the Report to Congress (RtC) by the Office of Management and Budget that was expected to be completed under both Task 2 and Task 3 (added by Amendment 1) of WA 1-39.

**II. OBJECTIVE**

The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-39 is to add a new task 3. The contractor shall provide support for both an extensive rewriting of the draft RtC, additional analysis to support the findings of the Needs Survey, and publishing of the final RtC and Fact Sheet including electronic versions for uploading to EPA's website.

**III. TASK DETAIL**

The contractor shall perform the following additional tasks:

**Task 3: Re-write the draft Report to Congress and for additional analysis to support the findings of the 2015 Needs Survey based on OMB's review**

The contractor shall support EPA in redrafting the RtC to respond to OMB comments. A draft, in Microsoft Word, shall be developed to track changes made by EPA in response to OMB comments including the re-design and different placement of graphics in the Report along with additional data added at the request of OMB. With OMB approval, a final Word draft shall be prepared for final approval by WACOR. Once approved, the contractor shall provide a final published version of the Report with an accompanying two-page Fact Sheet for

public release. The contractor shall develop a web-based version of both documents, compliant with 508 requirements, for upload to EPA's public website.

The contractor shall also provide additional data analysis to response to OMB comments. EPA has previously provided OMB comments and directions for needed additional analysis. Under this amendment, the contractor shall put the additional data analysis in final form for EPA's use in discussion with OMB.

Deliverables: Draft and Final Microsoft Word version of Report to Congress and an accompanying two-page fact sheet. A final published version of both documents will be provided in hard copy (25 copies each) as well as an electronic version, compliant with 508 requirements, for upload to EPA's public website.

#### IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA
<b>Task 3: Re-Write of RtC and OMB-requested analysis</b>		
	Extended Excel Spreadsheets and Tables that address OMB data requests	July 20, 2017
	Draft Word Version of revised RtC and Fact Sheet	July 20, 2017
	Final Word Version of RtC and Fact Sheet	August 1, 2017
	Publish Version of RtC and Fact Sheet	August 1, 2017
	Web-based, 508-Compliant Version of RtC and Fact Sheet	August 1, 2017

#### V. MISCELLANEOUS

##### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

**VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

None required

**VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

**VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

**IX. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-48			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number    2			Title of Work Assignment/SF Site Name Sustainable Systems & Cap Dev			
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 3.2, 3.3				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2017   To   06/30/2018			
Comments: All tasks under this work assignment are authorized for immediate start but work shall not commence until 7/1/17.									
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
09/01/2015   To   06/30/2018				0					
This Action:				2,000					
Total:				2,000					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name    Adrienne Harris  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-250-8793 FAX Number:			
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name    Noelle Mills  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 2-48**  
**Period of Performance: 7/1/17-6/30/2018**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development**

**B. Contract Level PWS Sections: 3.2, 3.3**

**C. LOE: 2000**

**D. Work Assignment Contracting Officer's Representative (WACOR):**

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**Alternate WACOR:**

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Washington, DC 20460  
(202) 564-6280  
E-mail: [mack.cindy-y@epa.gov](mailto:mack.cindy-y@epa.gov)

**E. Quality Assurance:**

Tasks 1, 5 and 6 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plans (SQAPP) completed under task 1, 5 and 6 of WA 1-48, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**F. Background:**

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Increasing numbers of recently-promulgated Environmental Protection Agency (EPA) regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to



provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations. In December 2015, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Dallas, Texas. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010 and 2013 and in the State-EPA "Re-Energizing" workgroup for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication among the state programs and to develop and share informational products and tools that assist states in administering the Safe Drinking Water Act as it applies to small drinking water systems. Three workgroups were formed as an outgrowth of the 2015 National Workshop are the Building Capacity Workgroup, Workforce Development Workgroup and Asset Management Workgroup. In support of these workgroups and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a "101 level" asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by FITARA approved contract.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved State operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy "Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership". The goal stated, "By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator". As a result, the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further training and certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private

organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

## **II. OBJECTIVE:**

The contractor shall provide support for state-EPA collaboration to address the needs of small and/or tribal drinking water systems and system operators. The support provided by the contractor shall help EPA better understand and provide the direct resources and tools needed to help systems attain sustainability.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-48. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 1, 5 and 6 of WA 1-48. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new or SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

### **Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs**

The contractor shall provide services to support activities related to the implementation of the Capacity Development and Operator Certification programs. These services include background research, preparation of documents, and support for meetings.

**Subtask 1.1: Background research** – As specified by written technical direction, the contractor shall conduct research in specific topic areas such as sustainable management practices, program collaboration, water system partnership development and other small system related issues to support the implementation of these programs. Sources can include states, industry, technical assistance providers and other stakeholders. Additional support will be provided to any workgroup to implement these programs. These include asset management, capacity development training, operator certification, water and energy efficiency and building partnerships. Support will be in the form of materials as needed for meetings, document development, and notes during monthly calls as needed.” The contractor shall additionally contact appropriate sources to confirm factual information contained in proposed EPA documents and fact sheets, such as descriptions of state programs and best practices, for example. The contractor shall continue development of a Drinking Water State Revolving Fund Set-Aside Analysis document as specified through written technical direction.

**Subtask 1.2: Preparation of documents** – The contractor shall support EPA’s development of documents, fact sheets and other informational materials related to the implementation of the Capacity Development and Operator Certification programs, including partnership development, energy and water efficiency, workforce development and workgroup support. Possible products include but are not limited to: guidance for how to use SRF funds for partnership activities; funding coordination partnership case studies and SDWA compliance and partnerships. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

**Subtask 1.3: Support for meetings** – The contractor shall provide logistical and technical support for the team meetings and workgroups through webinar logistical support and other activities as specified through written technical direction.

## **Task 2: Capacity Development Program Tracking Tool (CD Tracker) Support**

The contractor shall provide technical support for the usage of the CD Tracker database tool, including any “bug fixes” or enhancements required to address unforeseen deficiencies in the tool. The contractor shall process the data provided by the EPA Regional Capacity Development Coordinators and coordinate with them to address any deficiencies or errors in the submitted data, such as deleted fields, information entered in the wrong fields, missing data and other issues.

## **Task 3: Supporting Tribes and water systems in implementing the Revised Total Coliform Rule**

No work will be performed under this task.

#### **Task 4: National Tribal Operator Certification Program Support**

The contractor shall support the certifying of drinking water personnel in Indian Country as a Very Small Water System Operator, Class I-IV Water Treatment Operator and/or a Class I-IV Water Distribution Operator provided certain education, experience and examination requirements are met and exams are passed. This includes providing EPA HQ a list of the operators that are renewed and newly certified quarterly, with geographic information.

##### **Subtask 4.1: Conducting Examinations**

The contractor shall prepare exams, using questions from an existing question bank, that demonstrate that the operator has the necessary knowledge, skills, ability, and judgment as appropriate for their treatment system or distribution system classification level (See Operator Certification Program Final Guidelines at <http://www.epa.gov/safewater/tribal.html>). The contractor shall provide a process for administering computer-based certification examinations by which operators can take the certification exams and receive their score (paper based exams can be used if approved by the COR). The contractor shall provide trained, experienced staff to administer all examinations.

Examinations shall be administered in each region from which qualified applicants apply. Exams must be taken in order sequentially (i.e., class I must be taken before class II) and scored according to the cut score set by the EPA. The contractor shall utilize existing testing site locations that are accessible to tribal operators in each participating EPA regions and shall also provide test site locations on tribal lands by utilizing mobile testing units in order to accommodate tribal operators with limited ability to travel. Test site locations shall be selected in order to accommodate the greatest number of operators per exam as identified in Subtask 4.3.

The contractor shall provide a list of each exam participant's score and quarterly diagnostic exam reports by Region. EPA will design, issue, print and mail certificates to tribal operators who pass the certification exam.

##### **Deliverables:**

- Computerized exam and testing in each region from which qualified applicants apply
- Exam participant's score (within 30 days after each exam)
- Quarterly Diagnostic Reports

##### **Subtask 4.2: Electronic Tracking System Hosting and Maintenance**

The contractor shall develop and maintain an electronic reporting system to track, at a minimum: operators' applications for certification (PWSID#, name of PWS, tribe, and name of operator); eligibility determination; exam administration date, location and score; and operator certification level and status in each EPA region. The contractor shall provide monthly updates of information contained in the tracking system via its server. The contractor shall be responsible for hosting and maintaining this electronic tracking system.

Deliverables: Monthly information updates and Tracking System Hosting and Maintenance

#### **Subtask 4.3: Certification Application Processing**

The contractor shall receive and process all applications from operators seeking certification and recertification under the EPA Tribal Drinking Water Operator Certification Program. The contractor shall use previously developed eligibility criteria consistent with the Operator Certification Program Final Guidelines (<http://www.epa.gov/safewater/tribal.html>) to review applications and supporting materials to determine their completeness. Applications must contain information on the operators' education, training history, experience, and other qualifications as directed by EPA to be sufficient for EPA to make a determination of examination eligibility for each individual. Operators seeking re-certification will submit the initial certification application along with the required materials and information. EPA will make the final determination of certification eligibility.

The contractor shall provide to each EPA Region through the electronic tracking sheet hosted by the contractor under Subtask 4.2 a compiled list of:

- operators' education, training history,
- experience, and other qualifications,
- testing location preferences,
- EPA region where tribe is located, and
- shall provide a recommendation of certification eligibility for each applicant.

EPA will make the final determination and provide the final list of eligible operators to the contractor within 14 days of receipt. The contractor shall not retain the applications and supporting documents, but shall forward all applications received to EPA for file maintenance and storage.

As the certification authority, EPA will make and therefore will assume all liability for (1) standard setting decisions and (2) certification program decisions related to the granting and denial of certification, including but not limited to matters relating to re-licensure, disciplinary actions, and appeals. EPA shall hold itself out as the certification authority on any-and-all printed and electronic materials relating to the program. The following language shall appear on any certificates issued by EPA: "EPA has the exclusive authority to offer, grant, deny and/or revoke certification and/or renewals of certification."

Deliverables:

- Application Processing
- Operator certification and continuing education tracking database
- Annual synopsis of examinations

#### **Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.**

**Subtask 5.1: EPA Recommendations for Review of Direct Potable Water Reuse**

The contractor shall continue the development of a document, entitled “EPA Recommendations for Review of Direct Potable Water Reuse.” This document shall be approximately between 25 to 60 pages in length and discuss current practices and strategies states are using to review direct potable water reuse facilities. The contractor shall use currently published information and research to identify concerns with regulated and unregulated contaminants, as well as evaluations of treatment processes.

**Task 6: Sustainable Systems Tribal Case Studies**

The purpose of this task is to document best practices associated with the operation and maintenance (O&M) of tribally owned and operated drinking water and wastewater systems. The contractor shall continue the development of nine 508 compliant case studies that outline best practices of sustainably managed tribally owned and operated systems with a focus on technical, managerial and financial capacities, management and operations practices and costs. The case studies will share best practices for sustainable operations of water & wastewater systems with other tribal utilities, and provide basic information on the costs for implementing such practices, along with benchmark data for comparing such costs (e.g. size of flow, percent of infrastructure costs, or per capita).

**Subtask 6.1: Exemplary Practices Case Studies Preparation**

The contractor shall continue to effectively demonstrate and communicate the nine utilities’ (EPA WA COR identified utilities in previous WA 1-48) best practices and costs for implementing such practices. The contractor shall continue developing an approach to benchmark the costs for comparison purposes. Each case study document will be up to ten pages in length with a one or two-page executive summary. Consideration must be made to existing data sources that can lessen the burden on the selected utilities. Data will likely be derived from a variety of sources including, but not limited to: interviews, existing sanitary surveys, inspection reports, inventories from the 2011 Drinking Water Infrastructure Needs Survey, previous infrastructure funding applications and other available asset inventory data. The contractor shall conduct any interviews remotely; travel is not authorized. The drafted case studies are subject to review and acceptance by the EPA WACOR.

**Task 7: CUPSS Technical Support**

The contractor shall provide a CUPSS expert to provide question and answer and troubleshooting support on technical questions pertaining to CUPSS software during the period of performance. This shall be both email and phone-based technical support to toll users on an as-needed basis as identified by EPA. The contractor shall plan on approximately 15 questions per month with the potential for multiple back and forth telephone and/or email communication for a single initial question. The contractor shall contact the CUPSS user no later than 48 hours after receiving request for technical support.



**Task 8: Sustainable Systems Online Self-Paced Trainings**

The contractor shall support EPA's development of self-paced online/interactive trainings for the Drinking Water Training System covering sustainable system topics including capacity development, operator certification, asset management, partnership development and etc. The contractor shall work with EPA to revise previously developed webinar training materials to be used for online self-paced training. The onsite training will be for EPA and state personnel and water system personnel. The intent is to provide a better understanding of capacity development and operator certification programs including asset management and partnership development. The contractor should anticipate approximately 10 trainings, submitting a draft and final for each training to the EPA WACOR. The contractor shall prepare the formatting and layout of the trainings and assure conformance with Agency standards such as Section 508 compliance. Upon written technical direction, the contractor shall revise previously developed webinar training materials (provided by the EPA WACOR) for inclusion in the Drinking Water Training System.

**Task 9: Water Systems Partnerships Educational Materials**

The contractor shall support EPA's development of educational materials for state drinking water staff and water system personnel on implementing water system partnerships. Possible educational materials include but are not limited to: interactive flowchart of actions to undertake partnerships, webpage design mock-ups, partnership contract best practices, updates to EPA document EPA 570/9-83-006, and directory of water systems partnership contacts available to provide assistance. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	<b>Work Plan Submission</b>  Work Plan, Budget and QA supplemental  Monthly Progress and Financial reports	  Per contract requirements  Monthly
1.0	<b>Implementation Support for the Capacity Development &amp; Operator Certification Programs</b>  Preparation of notes and narrative regarding research topics and issues requested for program support  Final formatting of documents (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a> )  Outreach materials draft	  Per written technical direction by WA COR  Per written technical direction by WA COR

	Final outreach materials	Per written technical direction by WA COR  Within 2 weeks of receiving comments by WA COR
2.0	<b>Capacity Development Program Tracking Tool (CD Tracker)</b>  Making “de-bugging” corrections or enhancements to the CD Tracker database tool  Processing and correcting data submitted by Regional coordinators for entry into CD Tracker database tool <ul style="list-style-type: none"> <li>• FY16 and earlier data</li> <li>• FY17 data</li> </ul>	July – August 2017  July 2017 April – June 2018
3.0	<b>Supporting Tribes and water systems in implementing the Revised Total Coliform Rule</b>	No work will be performed during this option year.
4.0	<b>National Tribal Operator Certification Program Support</b>  Provide computerized exam and testing  Provide results of exams  Diagnostic reports  Updates and FTP Tracking System Maintenance  Review of applications  Compiled list of renewed and newly certified operators  Exam Schedule	Per written technical direction by WA COR  Within 30 days after each exam  Quarterly  Monthly  Per written technical direction by WA COR  Quarterly  Per written technical direction by WA COR
5.0	<b>Develop documents to assist in the Capacity Development of Water Reuse Facilities</b>	



	EPA Recommendations for Review of Direct Potable Water Reuse Draft	Per written technical direction by WA COR
	EPA Recommendations for Review of Direct Potable Water Reuse Final	Within two weeks of receiving comments on draft document from WA COR
6.0	<b>Best Practices Case Studies Preparation</b>  Collect all necessary data to effectively demonstrate and communicate the nine utilities' best practices, and the costs of those practices along with a benchmark basis for comparison.  Conduct remote interviews as needed  First draft of case studies  Finalize case studies	July 2017  July 2017  July – August 2017  Within two weeks of receiving comments from WA COR
7.0	<b>CUPSS Technical Support</b>  Provide question and answer support to CUPSS users	Within 48 hours after receiving request
8.0	<b>Sustainable Systems Online Self-Paced Trainings</b>  Draft training module  Final training module	Per written technical direction by WA COR  Within two weeks of receiving comments from WA COR
9.0	<b>Water Systems Partnerships Educational Materials</b>  Draft Education material  Final Education material	Per written technical direction by WA COR  Within two weeks of receiving comments on draft document from WA COR

## V. MISCELLANEOUS

## Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

## **VI. TRAVEL**

No travel is authorized.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-48				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			Sustainable Systems & Cap Dev				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-48 is to add two new subtasks: 1.4 (Planning and Support for a National Workshop) and 1.5 (Document Outreach) and additional hours to Task 9. The NTE ceiling is raised to \$236,641.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 2,000				
09/01/2015 To 06/30/2019										
This Action:						1,426				
Total:						3,426				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Adrienne Harris						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-250-8793				
						FAX Number:				
Project Officer Name    Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name    Noelle Mills						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2171				
						FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 2-48**  
**Amendment 1**  
**Period of Performance: 7/1/17-6/30/2018**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development**

**B. Contract Level PWS Sections: 3.2, 3.3**

**C. LOE: 1050**

**D. Work Assignment Contracting  
Officer's Representative (WACOR):**

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(202) 250-8793  
E-mail: [harris.adrienne@epa.gov](mailto:harris.adrienne@epa.gov)

**Alternate WACOR:**

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assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations. In December 2015, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Dallas, Texas. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010 and 2013 and in the State-EPA “Re-Energizing” workgroup for the Capacity Development and Operator Certification programs.

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Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a "101 level" asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by FITARA approved contract.

Contractor support is also needed to conduct preliminary planning and coordination in preparation for next National Workshop for Capacity Development and Operator Certification, tentatively scheduled for December, 2015.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved State operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy “Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership”. The goal stated, “By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified

operator”. As a result the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further training and certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

## **II. OBJECTIVE:**

This work assignment amendment will add subtasks 1.4 and 1.5. The amendment also adds additional hours to task 9.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor’s key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-48. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 1, 5 and 6 of WA 1-48. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new or SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

## **Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs**

The contractor shall provide services to support activities related to the implementation of the Capacity Development and Operator Certification programs. These services include background research, preparation of documents, and support for meetings.

### **Subtask 1.1: Background research –**

Under Amendment 1, there is no revision to this subtask.

### **Subtask 1.2: Preparation of documents –**

Under Amendment 1, there is no revision to this subtask.

### **Subtask 1.3: Support for meetings –**

Under Amendment 1, there is no revision to this subtask.

**Subtask 1.4: Planning support for National Workshop –** The contractor shall participate in monthly workshop planning committee conference calls (not to exceed 2 hours each month) and serve as note-taker. The contractor shall design and prepare the draft program materials that will be provided to workshop attendees. The contractor shall provide other planning support for the National Workshop as specified through written technical direction by the WACOR. EPA has determined that the total cost (Contract support and Government expenditures) of “conference-related activities” will exceed the agency threshold of \$20,000 for such activities. The contractor shall track and report these costs in accordance with EPA’s Conference and Spending Guide.

**Subtask 1.5: Document Outreach –** The contractor shall support EPA’s outreach of documents, fact sheets and other informational materials related to the sustainability of drinking water systems. Possible tasks include but are not limited to: factsheets summarizing previously developed tools; facilitation and development of marketing strategy to target audiences, and indexing of case studies and other best practices. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

## **Task 2: Capacity Development Program Tracking Tool (CD Tracker) Support**

Under Amendment 1, there is no revision to this task.

## **Task 3: Supporting Tribes and water systems in implementing the Revised Total Coliform Rule**

No work will be performed under this task.

## **Task 4: National Tribal Operator Certification Program Support**

Under Amendment 1, there is no revision to this task or any of its subtasks 4.1-4.3.



**Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.**

Under Amendment 1, there is no revision to this task or any of its subtask 5.1.

**Task 6: Sustainable Systems Tribal Case Studies**

Under Amendment 1, there is no revision to this task or any of its subtask 6.1.

**Task 7: CUPSS Technical Support**

Under Amendment 1, there is no revision to this task.

**Task 8: Sustainable Systems Online Self-Paced Trainings**

Under Amendment 1, there is no revision to this task.

**Task 9: Water Systems Partnerships Educational Materials – This amendment adds additional hours to this task to support the continued development of additional education materials including train-the-trainer materials.**

The contractor shall support EPA's development of educational materials for state drinking water staff and water system personnel on implementing water system partnerships. Possible educational materials include but are not limited to: interactive flowchart of actions to undertake partnerships, webpage design mock-ups, partnership contract best practices, updates to EPA document EPA 570/9-83-006, directory of water systems partnership contacts available to provide assistance, train-the-trainer materials and etc. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>0</b>	<b>Work Plan Submission</b>  Work Plan, Budget and QA supplemental  Monthly Progress and Financial reports	  Per contract requirements  Monthly
<b>1.0</b>	<b>Implementation Support for the Capacity Development &amp; Operator Certification Programs</b>  Preparation of notes and narrative regarding research topics and issues requested for program support	  Per written technical direction by WA COR

	<p>Final formatting of documents (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a>))</p> <p>Outreach materials draft</p> <p>Final outreach materials</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Within 2 weeks of receiving comments by WA COR</p>
2.0	<p><b>Capacity Development Program Tracking Tool (CD Tracker)</b></p> <p>Under Amendment 1, there is no revision to this task.</p>	
3.0	<p><b>Supporting Tribes and water systems in implementing the Revised Total Coliform Rule</b></p>	No work will be performed during this option year.
4.0	<p><b>National Tribal Operator Certification Program Support</b></p> <p>Under Amendment 1, there is no revision to this task.</p>	
5.0	<p><b>Develop documents to assist in the Capacity Development of Water Reuse Facilities</b></p> <p>Under Amendment 1, there is no revision to this task.</p>	
6.0	<p><b>Best Practices Case Studies Preparation</b></p> <p>Under Amendment 1, there is no revision to this task.</p>	
7.0	<p><b>CUPSS Technical Support</b></p> <p>Under Amendment 1, there is no revision to this task.</p>	
8.0	<p><b>Sustainable Systems Online Self-Paced Trainings</b></p> <p>Under Amendment 1, there is no revision to this task.</p>	
9.0	<p><b>Water Systems Partnerships Educational Materials</b></p> <p>Draft Education material</p> <p>Final Education material</p>	<p>Per written technical direction by WA COR</p> <p>Within two weeks of receiving comments</p>

		on draft document from WA COR
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## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

## **VI. TRAVEL**

No travel is authorized.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-49				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2018 Base                      Option Period Number      2			Title of Work Assignment/SF Site Name Reg 1 Tribal Clean Water Train				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 7.1, 7.2, 7.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   09/13/2017   To   06/30/2018				
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2018										
This Action:						220				
Total:						220				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Erik Beck  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 617-918-1606 FAX Number:			
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name   Courtney Stallworth  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2002 FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Contract No. EP-C-15-022**  
**Work Assignment No. 2-49**  
**Period of Performance: Issuance – 6/30/2018**

**I. ADMINISTRATIVE:**

**A. Title: U.S. EPA Region 1 Tribal Clean Water Act Program Training**

**B. Work Assignment Contracting Officer Representative (WACOR):**

**Primary:**

Erik Beck  
Environmental Protection Specialist  
US EPA Region 1  
5 Post Office Square  
Mail Code OEP06-1  
617-918-1606  
[beck.erik@epa.gov](mailto:beck.erik@epa.gov)  
Boston, MA 02109

**Alternate:**

**C. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PSQAPP).

**D. Background:**

EPA Region 1's Office of Ecosystem Protection (OEP) works with tribal governments to restore and maintain the chemical, physical, and biological integrity of tribal waters. The Clean Water Act (CWA) grant programs are available to eligible federally-recognized Indian Tribes to support monitoring, assessment, protection, and prevention of polluted runoff on tribal trust lands and in watersheds. The CWA Section 106 – Water Pollution Control Program assists tribes in administering programs for the prevention, reduction, and elimination of water pollution. The CWA Section 319 – Nonpoint Source Pollution Control (NPS) Program assists tribes in implementing activities to address polluted runoff per their EPA-approved NPS Assessment Report and Management Program Plan.

OEP is focused on training staff from eligible, federally-recognized Indian Tribes on the appropriate use of the CWA grant programs and authorization processes in support of tribal water quality goals to protect, restore and maintain tribal waters and watersheds.

This work supports:

- EPA Strategic Plan Goal 2: Protecting America's Waters and Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems.
- Contract Level PWS Sections: 7.1, 7.2, 7.3

## **II. OBJECTIVE:**

The contractor shall provide support to develop and deliver CWA Program training to tribal environmental department staff within EPA Region 1. The contractor shall assist OEP in providing a one-time training conference in Region 1 to help facilitate the successful dissemination of technical information and strategies to support monitoring, assessment, protection, and prevention of polluted runoff on tribal lands and in watersheds. The training will last up to four (4) days and will be developed based upon an agenda and training material created by EPA R1 and HQ staff. Specific contractor tasks will be through written technical direction from the Work Assignment Contracting Officer Representative (WACOR).

The contractor shall work closely with staff within EPA HQ and Region 1, tribal environmental department staff and other project partners, while assisting with carrying out the training.

Contractor staff implementing tasks identified in the Statement of Work shall have the following qualifications:

1. Experience working directly with tribes.
2. Experience with organizing trainings or conferences.
3. Familiarity with the federal Clean Water Act and EPA's programs.
4. Knowledge of water quality monitoring, data analysis and assessment and implementing best management practices for nonpoint source pollution control.
5. Knowledge of common water quality issues in New England (CT, MA, ME, NH, RI, VT).
6. Experience with Section 508 requirements for electronic and information technology (IT) that is developed, maintained, procured or used by the federal government.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **TASK 1 – WORK PLAN SUBMISSION**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to the contract. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, travel costs for tribal attendees, planning and facilitation costs, AV and rental of venue costs. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. At that point, the CO will notify the contractor when effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

## **TASK 2 - TRAINING**

The mission of the EPA is to protect human health and the environment. The Agency training under Task 2 shall be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose. The contractor shall make every effort to make the training as environmentally sound (i.e., 'green') as possible. The contractor shall use the provision at 1552.223-71, or language approved by the Contracting Officer that is substantially the same as the provision when soliciting quotes or offers for meeting and conference services on behalf of the EPA. The contractor shall keep the following considerations in mind when planning the training:

- The contractor shall exclude the distribution of promotional or give-away items.
- If feasible, training materials must be shared electronically to reduce the hand out of paper and, or electronic waste, such as compact disks and flash drives. Additionally, several copies of the training materials must be provided in paper format for those that request it due to reasonable accommodations. The number of copies will be determined during the conference registration process.
- The contractor shall use *at least* 30% post-consumer recycled paper, process chlorine free. Paper with higher post-consumer recycled content, such as 100% post-consumer recycled paper, is preferred for all handouts, name tags, name tents, and other training related materials. All handouts must be double-sided.

The Contractor shall assist OEP in providing one (1) training within Region 1 to help facilitate the successful development and dissemination of technical information to support monitoring, assessment, protection, and prevention of polluted runoff on tribal lands and in watersheds. The training will last four (4) days. The types of assistance the Contractor may provide include:

- Arrange for hotel and meeting location and related on-site meeting logistics.
- Finalize hotel contract with assistance from OEP staff and tribal environmental staff.
- Be the on-site point of contact for hotel and meeting location staff throughout the training.
- Arrange for field activities and/or field tour related logistics including:
  1. Developing agenda for Field Day
  2. Determining on-site activities with OEP and tribal staff



3. Including information about the proposed Field Tour on the Training website
- Conduct administrative logistics for the training including:
  1. Development of a conference website for information distribution purposes
    - The site should be developed within EPA's Web Content Management System (WebCMS); information for contractors on WebCMS is available at <http://www2.epa.gov/webguide/drupal-webcms-access>.
  2. Development and maintenance of on-line and on-site registration
  3. Compilation and distribution of training materials for training participants, including making training materials 508 compliant.
  4. Providing technical support for all presenters for all presentations at the training.

Class size will be limited to approximately 35 participants of which the majority are employed by tribal governments. The training, including the field activities/tour, is to be held on or near tribal lands in New England (Maine or Massachusetts).

EPA retains the rights to publish and distribute all training materials after the course has ended. All tasks and activities are to be completed within two (2) months of the last day of training or by September 30, 2018. (Whichever is earlier)

Only the WA-COR, CL-COR or CO can give technical direction. Other federal employees may engage in technical communications which is the informal exchange of information between federal employees and contractors. Technical communication does not direct the contractor, and is not binding on the contractor.

### **TASK 3 – DEVELOP SHORT SUMMARY OF LESSONS LEARNED BASED ON INPUT/FEEDBACK FROM TRAINING EVALUATIONS**

The Contractor shall conduct evaluations after each day of training and develop a short summary of lessons learned based on the feedback provided from the evaluations.

#### IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below. All work will be determined by technical direction.

This work requires experience in the development and manipulation of basic geospatial datasets, map layer, geodatabases and ESRI map application templates. It is necessary for the contractor to have familiarity with EPA's Geoplatform, or a similar platform at another federal agency or department.

##### TASK 1:

<u>DELIVERABLES</u>	<u>DUE DATE</u>
Work plan and budget	According to contract.
Monthly progress reports	Monthly.

##### TASK 2:

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
An initial meeting between the EPA HQ and R1 staff and the Contractor to discuss expectations, training needs, tentative schedule and location of training.	Develop schedule for communications with EPA staff along with milestone dates to be sure all deliverables are finalized for successful completion of the conference	Within thirty (30) days after contract award.
Initiate, carryout and finalize negotiations with selected hotel facility for meeting room use, sleeping room rates and transportation of participants during field tour.	Get cost estimates at selected hotel facility for: meeting space, hotel room block for attendees, availability of hotel transportation during a field tour, audio/visual component costs for meeting space, etc.	At least five (5) months prior to training date for cost estimates  At least four (4) months prior to training date for Finalized Contract with Hotel

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
	Finalized Contract with Hotel	
Develop conference announcement, reminder, registration and other informational material for participants	Save the date announcements and PowerPoint design template for training materials	At least three (3) months prior to training date
<p>Develop and maintain conference website, including: making online registration for training attendees available and uploading of conference material to the website throughout the registration period until two months after the conference ends.</p> <p><b>The site should be developed within EPA's Web Content Management System (WebCMS); information for contractors on WebCMS is available at <a href="http://www2.epa.gov/webgui/de/drupal-webcms-access">http://www2.epa.gov/webgui/de/drupal-webcms-access</a>.</b></p>	<p>Website is complete and registration is available online and linked to a reminder mechanism to help participants arrive to training prepared. Conference material is continually added and updated.</p>	<p>Conference website is finalized and approved by EPA staff 3 months prior to training date</p> <p>Bi-weekly updates of registration status to EPA staff</p> <p>Course materials are uploaded to website throughout the registration period</p> <p>Presentations uploaded to the website for participants on the first day of training.</p> <p>Website is maintained for two (2) months after the last day of training.</p>
Determine the field activities/tour logistics with Tribal staff and EPA staff.	<p>Itinerary for Field Activities/Tour that identifies location, schedule and logistics.</p> <p>Agenda of Field Tour sent to EPA staff for final approval</p> <p>Arrange with Hotel transportation</p>	At least two (2) months prior to training date

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
	<p>to/from Field, including drivers (if needed).</p> <p>Develop information about field tour for potential participants (purpose, location, activities, appropriate attire, etc.) for inclusion in conference materials and for posting on conference website</p>	
<p>Integrate Region 1 training materials into design template, develop course instructions for EPA staff review.</p> <p>Develop Certificate of Training Completion for tribal participants</p>	<p>Provide training materials, course instructions, and certificate to EPA staff for approval. All materials shall be 508 compliant.</p> <p>Training certificate should be accessible on the conference website to training participants for two (2) months after the last day of training.</p>	<p>Draft of conference materials and training certificate- At least forty-five (45) working days prior to the training date.</p> <p>Final documents (incorporating any EPA staff changes) – At least fifteen (15) working days prior to the training date.</p> <p>Certificates are electronically accessible to participants for two (2) months after completion of the last day of the conference</p>
<p>Compile all Final training materials and resources for distribution at training for all participants.</p>	<p>Provide entire compilation of training materials (electronic and paper copies) for all participants.</p>	<p>Materials are available for participants at registration desk one (1) hour before the first day of training begins.</p>

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
Provide technical support for all presenters at during the training (use of laptop, PowerPoint, microphone, etc.)	Technical support provided	At training, in the meeting room, while presentations are being given.
Distribute evaluation forms and collect completed forms.  Distribute Certificate of Training Completion to participants with earned continuing education credits identified on the certificate.	Evaluation Forms distributed to participants and completed forms are collected.  Certificates are distributed to participants.	On the last day of training:  Collect completed evaluation forms at end of training.  Scan completed forms and email to EPA staff, no later than three (3) business days after completion of the training.
Provide EPA staff with a copy of the sign-in sheets from each day of the conference.	EPA staff receives copy of daily sign-in sheets	Within three (3) business days after the completion of the training

**TASK 3 - DEVELOP SHORT SUMMARY OF LESSONS LEARNED BASED ON INPUT/ FEEDBACK FROM TRAINING EVALUATIONS**

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>COMPLEXITY LEVEL</u>	<u>DUE DATE</u>
Lessons Learned document [Word – electronic document] 2-4 pages	Lessons Learned include how EPA could improve in meeting training needs for tribes, specific to the training and subject matter offered under this contract based upon course evaluation sheets collected at the end of conference.	Low -Moderate	Within thirty (30) days after final training

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>COMPLEXITY LEVEL</u>	<u>DUE DATE</u>
	Analysis includes trends and any lessons learned from the training Daily Sign in sheets provided to staff.		

**All final documents shall be provided to the WACOR in electronic (PDF or MS Office) format and must be 508-compliant.**

## **V. MISCELLANEOUS:**

### **Software Application Files and Accessibility:**

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:  
<http://www.section508.gov/>

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see:  
<https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

The EPA WACOR shall identify which of delivered products will require 508 compliance.

## **VI. TRAVEL:**

The contractor shall anticipate no more than 10 trips in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and

support advancement of the work under Tasks 1, 2 and 3, as well as the EPA's Mission to ensure protection of human health and the environment.

#### **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

#### **VIII. CONTRACTOR IDENTIFICATION:**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **IX. PRINTING:**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **X. TECHNICAL DIRECTION:**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **XI. QUALITY ASSURANCE SURVEILLANCE PLAN:**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-49				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			Region Tribal CWA Progr Train				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 7.1, 7.2, 7.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 09/13/2017 To 06/30/2018					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 2-49 is to revise the Performance Work Statement.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 220				
09/01/2015 To 06/30/2018										
This Action:						-44				
Total:						176				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Erik Beck						Branch/Mail Code:				
						Phone Number: 617-918-1606				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Lisa Mitchell-Flinn						Branch/Mail Code:				
						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name Harold D. Hincks						Branch/Mail Code:				
						Phone Number: 513-487-2146				
						FAX Number:				



**PERFORMANCE WORK STATEMENT**

**Contract No. EP-C-15-022**

**Work Assignment No. 2-49**

**Amendment 1**

**Period of Performance: Issuance – 6/30/2018**

**I. ADMINISTRATIVE:**

**A. Title: U.S. EPA Region 1 Tribal Clean Water Act Program Training**

**B. Work Assignment Contracting Officer Representative (WACOR):**

**Primary:**

Erik Beck  
Environmental Protection Specialist  
US EPA Region 1  
5 Post Office Square  
Mail Code OEP06-1  
Boston, MA 02109  
[beck.erik@epa.gov](mailto:beck.erik@epa.gov)  
617-918-1606

**Alternate:**

**C. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PSQAPP).

**D. Background:**

EPA Region 1's Office of Ecosystem Protection (OEP) works with tribal governments to restore and maintain the chemical, physical, and biological integrity of tribal waters. The Clean Water Act (CWA) grant programs are available to eligible federally-recognized Indian Tribes to support monitoring, assessment, protection, and prevention of polluted runoff on tribal trust lands and in watersheds. The CWA Section 106 – Water Pollution Control Program assists tribes in administering programs for the prevention, reduction, and elimination of water pollution. The CWA Section 319 – Nonpoint Source Pollution Control (NPS) Program assists tribes in implementing activities to address polluted runoff per their EPA-approved NPS Assessment Report and Management Program Plan.

OEP is focused on training staff from eligible, federally-recognized Indian Tribes on the appropriate use of the CWA grant programs and authorization processes in support of tribal water quality goals to protect, restore and maintain tribal waters and watersheds.

This work supports:

- EPA Strategic Plan Goal 2: Protecting America's Waters and Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems.

**PWS sections: 7.1, 7.2, 7.3**

## **II. OBJECTIVE:**

The contractor shall provide support to develop and deliver CWA Program training to tribal environmental department staff within EPA Region 1. The contractor shall assist OEP in providing a one-time training conference in Region 1 to help facilitate the successful dissemination of technical information and strategies to support monitoring, assessment, protection, and prevention of polluted runoff on tribal lands and in watersheds. The training will last up to three (3) days and will be developed based upon an agenda and training material created by EPA R1 and HQ staff. Specific contractor tasks will be through written technical direction from the Work Assignment Contracting Officer Representative (WACOR).

The contractor shall work closely with staff within EPA HQ and Region 1, tribal environmental department staff and other project partners, while assisting with carrying out the training.

Contractor staff implementing tasks identified in the Statement of Work shall have the following qualifications:

1. Experience working directly with tribes.
2. Experience with organizing trainings or conferences.
3. Familiarity with the federal Clean Water Act and EPA's programs.
4. Knowledge of water quality monitoring, data analysis and assessment and implementing best management practices for nonpoint source pollution control.
5. Knowledge of common water quality issues in New England (CT, MA, ME, NH, RI, VT).
6. Experience with Section 508 requirements for electronic and information technology (IT) that is developed, maintained, procured or used by the federal government.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **TASK 1 – WORK PLAN SUBMISSION**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to the contract. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc per 5170 policy concerning conference spending. Those costs would include travel of both prime and consultant personnel, travel costs for tribal attendees, planning and facilitation costs, AV and rental of venue costs. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. At that point, the CO will notify the contractor when effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

## **TASK 2 - TRAINING**

The mission of the EPA is to protect human health and the environment. The Agency training under Task 2 shall be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose. The contractor shall make every effort to make the training as environmentally sound (i.e., 'green') as possible. The contractor shall use the provision at 1552.223-71, or language approved by the Contracting Officer that is substantially the same as the provision when soliciting quotes or offers for meeting and conference services on behalf of the EPA. The contractor shall keep the following considerations in mind when planning the training:

- The contractor shall exclude the distribution of promotional or give-away items.
- If feasible, training materials must be shared electronically to reduce the hand out of paper and, or electronic waste, such as compact disks and flash drives. Additionally, several copies of the training materials must be provided in paper format for those that request it due to reasonable accommodations. The number of copies will be determined during the conference registration process.
- The contractor shall use *at least* 30% post-consumer recycled paper, process chlorine free. Paper with higher post-consumer recycled content, such as 100% post-consumer recycled paper, is preferred for all handouts, name tags, name tents, and other training related materials. All handouts must be double-sided.

The Contractor shall assist OEP in providing one (1) training within Region 1 to help facilitate the successful development and dissemination of technical information to support monitoring, assessment, protection, and prevention of polluted runoff on tribal lands and in watersheds. The training will last up to three (3) days. The types of assistance the Contractor may provide include:

- Arrange for hotel and meeting location and related on-site meeting logistics.
- Finalize hotel contract with assistance from OEP staff and tribal environmental staff.
- Be the on-site point of contact for hotel and meeting location staff throughout the training.
- Coordinate with tribal staff to arrange for field activities and/or field tour related logistics including:
  1. Developing agenda for Field Day
  2. Determining on-site activities with OEP and tribal staff
  3. Including information about the proposed Field Tour on the Training website
- Conduct administrative logistics for the training including:
  1. Development of a conference website for information distribution purposes
    - The site should be developed within EPA's Web Content Management System (WebCMS); information for contractors on WebCMS is available at <http://www2.epa.gov/webguide/drupal-webcms-access>.
  2. Development and maintenance of on-line and on-site registration
  3. Compilation and distribution of training materials for training participants, including making training materials 508 compliant.
  4. Providing technical support for all presenters for all presentations at the training.

Class size will be limited to approximately 25 participants of which the majority are employed by tribal governments. The training, including the field activities/tour, is to be held on or near Penobscot Indian Nation tribal lands (Old Town and/or Orono, Maine).

EPA retains the rights to publish and distribute all training materials after the course has ended. All tasks and activities are to be completed within two (2) months of the last day of training or by September 30, 2018 (whichever is earlier).

Only the WA-COR, CL-COR or CO can give technical direction. Other federal employees may engage in technical communications which is the informal exchange of information between federal employees and contractors. Technical communication does not direct the contractor, and is not binding on the contractor.

### **TASK 3 – DEVELOP SHORT SUMMARY OF LESSONS LEARNED BASED ON INPUT/FEEDBACK FROM TRAINING EVALUATIONS**

The Contractor shall conduct evaluations after each day of training and develop a short summary of lessons learned based on the feedback provided from the evaluations.

### **IV. SCHEDULE OF DELIVERABLES:**

Specific deliverables, by Task, are detailed in the table below. All work will be determined by technical direction.

This work requires experience in the development and manipulation of basic geospatial datasets, map layer, geodatabases and ESRI map application templates. It is necessary for the contractor to have familiarity with EPA's Geoplatform, or a similar platform at another federal agency or department.

#### **TASK 1: WORK PLAN SUBMISSION**

<u>DELIVERABLES</u>	<u>DUE DATE</u>
Work plan and budget	According to contract.
Monthly progress reports	Monthly.

#### **TASK 2: TRAINING DEVELOPMENT**

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
An initial meeting between the EPA HQ and R1 staff and the Contractor to discuss expectations, training needs, tentative schedule and location of training.	Develop schedule for communications with EPA staff along with milestone dates to be sure all deliverables are finalized for successful completion of the conference	Within thirty (30) days after contract award.
Initiate, carryout and finalize negotiations with selected hotel facility for meeting room use, sleeping room rates and transportation of participants during field tour.	Get cost estimates at selected hotel facility for: meeting space, hotel room block for attendees, availability of hotel transportation during a field tour, audio/visual component costs for meeting space, etc. Finalized Contract with Hotel	At least five (5) months prior to training date for cost estimates  At least four (4) months prior to training date for Finalized Contract with Hotel
Develop conference announcement, reminder, registration and other	Save the date announcements and PowerPoint	At least three (3) months prior to training date

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
informational material for participants	design template for training materials	
<p>Develop and maintain conference website, including: making online registration for training attendees available and uploading of conference material to the website throughout the registration period until two months after the conference ends.</p> <p><b>The site should be developed within EPA's Web Content Management System (WebCMS); information for contractors on WebCMS is available at <a href="http://www2.epa.gov/webgui/de/drupal-webcms-access">http://www2.epa.gov/webgui/de/drupal-webcms-access</a>.</b></p>	<p>Website is complete and registration is available online and linked to a reminder mechanism to help participants arrive to training prepared. Conference material is continually added and updated.</p>	<p>Conference website is finalized and approved by EPA staff 3 months prior to training date</p> <p>Bi-weekly updates of registration status to EPA staff</p> <p>Course materials are uploaded to website throughout the registration period</p> <p>Presentations uploaded to the website for participants on the first day of training.</p> <p>Website is maintained for two (2) months after the last day of training.</p>
Determine the field activities/tour logistics with Tribal staff and EPA staff.	<p>Itinerary for Field Activities/Tour that identifies location, schedule and logistics.</p> <p>Agenda of Field Tour sent to EPA staff for final approval</p> <p>Arrange with Hotel transportation to/from Field, including drivers (if needed).</p>	At least two (2) months prior to training date

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
	Develop information about field tour for potential participants (purpose, location, activities, appropriate attire, etc.) for inclusion in conference materials and for posting on conference website	
<p>Integrate Region 1 training materials into design template, develop course instructions for EPA staff review.</p> <p>Develop Certificate of Training Completion for tribal participants</p>	<p>Provide training materials, course instructions, and certificate to EPA staff for approval. All materials shall be 508 compliant.</p> <p>Training certificate should be accessible on the conference website to training participants for two (2) months after the last day of training.</p>	<p>Draft of conference materials and training certificate- At least forty-five (45) working days prior to the training date.</p> <p>Final documents (incorporating any EPA staff changes) – At least fifteen (15) working days prior to the training date.</p> <p>Certificates are electronically accessible to participants for two (2) months after completion of the last day of the conference</p>
Compile all Final training materials and resources for distribution at training for all participants.	Provide entire compilation of training materials (electronic and paper copies) for all participants.	Materials are available for participants at registration desk one (1) hour before the first day of training begins.
Provide technical support for all presenters at during the training (use of laptop, PowerPoint, microphone, etc.)	Technical support provided	At training, in the meeting room, while presentations are being given.

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
<p>Distribute evaluation forms and collect completed forms.</p> <p>Distribute Certificate of Training Completion to participants with earned continuing education credits identified on the certificate.</p>	<p>Evaluation Forms distributed to participants and completed forms are collected.</p> <p>Certificates are distributed to participants.</p>	<p>On the last day of training:</p> <p>Collect completed evaluation forms at end of training.</p> <p>Scan completed forms and email to EPA staff, no later than three (3) business days after completion of the training.</p>
Provide EPA staff with a copy of the sign-in sheets from each day of the conference.	EPA staff receives copy of daily sign-in sheets	Within three (3) business days after the completion of the training

**TASK 3 - DEVELOP SHORT SUMMARY OF LESSONS LEARNED BASED ON INPUT/ FEEDBACK FROM TRAINING EVALUATIONS**

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>COMPLEXITY LEVEL</u>	<u>DUE DATE</u>
Lessons Learned document [Word – electronic document] 2-4 pages	<p>Lessons Learned include how EPA could improve in meeting training needs for tribes, specific to the training and subject matter offered under this contract based upon course evaluation sheets collected at the end of conference.</p> <p>Analysis includes trends and any lessons learned</p>	Low -Moderate	Within thirty (30) days after final training



<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>COMPLEXITY LEVEL</u>	<u>DUE DATE</u>
	from the training Daily Sign in sheets provided to staff.		

**All final documents shall be provided to the WACOR in electronic (PDF or MS Office) format and must be 508-compliant.**

## **V. MISCELLANEOUS:**

### **Software Application Files and Accessibility:**

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see: <https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

The EPA WACOR shall identify which of delivered products will require 508 compliance.

## **VI. TRAVEL:**

The contractor shall anticipate 5 days (trip duration) in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 1, 2 and 3, as well as the EPA's Mission to ensure protection of human health and the environment.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

#### **VIII. CONTRACTOR IDENTIFICATION:**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **IX. PRINTING:**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **X. TECHNICAL DIRECTION:**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **XI. QUALITY ASSURANCE SURVEILLANCE PLAN:**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 2-49				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number      2			U.S. EPA Region 1 Tribal Clean				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 7.1, 7.2, 7.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 09/13/2017 To 06/30/2018					
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 176				
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This Action:						0				
Total:						176				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Erik Beck						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 617-918-1606				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
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						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Harold D. Hincks						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2146				
						FAX Number:				

**PERFORMANCE WORK STATEMENT**

**Contract No. EP-C-15-022**

**Work Assignment No. 2-49**

**Amendment 2**

**Period of Performance: Issuance – 6/30/2018**

**I. ADMINISTRATIVE:**

**A. Title: U.S. EPA Region 1 Tribal Clean Water Act Program Training**

**B. Work Assignment Contracting Officer Representative (WACOR):**

**Primary:**

Erik Beck  
Environmental Protection Specialist  
US EPA Region 1  
5 Post Office Square  
Mail Code OEP06-1  
Boston, MA 02109  
[beck.erik@epa.gov](mailto:beck.erik@epa.gov)  
617-918-1606

**Alternate:**

**C. Quality Assurance:**

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PSQAPP).

**D. Background:**

EPA Region 1's Office of Ecosystem Protection (OEP) works with tribal governments to restore and maintain the chemical, physical, and biological integrity of tribal waters. The Clean Water Act (CWA) grant programs are available to eligible federally-recognized Indian Tribes to support monitoring, assessment, protection, and prevention of polluted runoff on tribal trust lands and in watersheds. The CWA Section 106 – Water Pollution Control Program assists tribes in administering programs for the prevention, reduction, and elimination of water pollution. The CWA Section 319 – Nonpoint Source Pollution Control (NPS) Program assists tribes in implementing activities to address polluted runoff per their EPA-approved NPS Assessment Report and Management Program Plan.

OEP is focused on training staff from eligible, federally-recognized Indian Tribes on the appropriate use of the CWA grant programs and authorization processes in support of tribal water quality goals to protect, restore and maintain tribal waters and watersheds.

This work supports:

- EPA Strategic Plan Goal 2: Protecting America's Waters and Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems.
- Contract Level PWS Sections: 7.1, 7.2, 7.3.

## **II. OBJECTIVE:**

The contractor shall provide support to develop and deliver CWA Program training to tribal environmental department staff within EPA Region 1. The contractor shall assist OEP in providing a one-time training conference in Region 1 to help facilitate the successful dissemination of technical information and strategies to support monitoring, assessment, protection, and prevention of polluted runoff on tribal lands and in watersheds. The training will last up to three (3) days and will be developed based upon an agenda and training material created by EPA R1 and HQ staff. Specific contractor tasks will be through written technical direction from the Work Assignment Contracting Officer Representative (WACOR).

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3. Familiarity with the federal Clean Water Act and EPA's programs.
4. Knowledge of water quality monitoring, data analysis and assessment and implementing best management practices for nonpoint source pollution control.
5. Knowledge of common water quality issues in New England (CT, MA, ME, NH, RI, VT).
6. Experience with Section 508 requirements for electronic and information technology (IT) that is developed, maintained, procured or used by the federal government.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **TASK 1 – WORK PLAN SUBMISSION**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task also includes monthly progress and financial reports which are to be submitted pursuant to the contract. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

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## **TASK 2 - TRAINING**

The mission of the EPA is to protect human health and the environment. The Agency training under Task 2 shall be staged using as many environmentally preferable measures as possible. Environmentally preferable means products or services that have a lesser or reduced effect on the environment when compared with competing products or services that serve the same purpose. The contractor shall make every effort to make the training as environmentally sound (i.e., 'green') as possible. The contractor shall use the provision at 1552.223-71, or language approved by the Contracting Officer that is substantially the same as the provision when soliciting quotes or offers for meeting and conference services on behalf of the EPA. The contractor shall keep the following considerations in mind when planning the training:

- The contractor shall exclude the distribution of promotional or give-away items.
- If feasible, training materials must be shared electronically to reduce the hand out of paper and, or electronic waste, such as compact disks and flash drives. Additionally, several copies of the training materials must be provided in paper format for those that request it due to reasonable accommodations. The number of copies will be determined during the conference registration process.
- The contractor shall use *at least* 30% post-consumer recycled paper, process chlorine free. Paper with higher post-consumer recycled content, such as 100% post-consumer recycled paper, is preferred for all handouts, name tags, name tents, and other training related materials. All handouts must be double-sided.

The Contractor shall assist OEP in providing one (1) training within Region 1 to help facilitate the successful development and dissemination of technical information to support monitoring, assessment, protection, and prevention of polluted runoff on tribal lands and in watersheds. The training will last up to three (3) days. The types of assistance the Contractor may provide include:

- Arrange for hotel and meeting location and related on-site meeting logistics.
- Finalize hotel contract with assistance from OEP staff and tribal environmental staff.
- Be the on-site point of contact for hotel and meeting location staff throughout the training.
- Coordinate with tribal staff to arrange for field activities and/or field tour related logistics and include information about the proposed Field Tour on the Training website
- Conduct administrative logistics for the training including:
  1. Development of a conference website for information distribution purposes
    - The site should be developed within EPA's Web Content Management System (WebCMS); information for contractors on WebCMS is available at <http://www2.epa.gov/webguide/drupal-webcms-access>.
  2. Development and maintenance of on-line and on-site registration
  3. Providing two (2) copies of 508 compliant training materials.
  4. Providing technical support for all presenters for all presentations at the training.

Class size will be limited to approximately 25 participants of which the majority are employed by tribal governments. The training, including the field activities/tour, is to be held on or near Penobscot Indian Nation tribal lands (Old Town and/or Orono, Maine).

No paper copies of training materials will be distributed. We are requesting only two (2) 508 compliant binders be made available. A website link to all materials will be given at the beginning of workshop. EPA will provide copies of the agenda.

EPA retains the rights to publish and distribute all training materials after the course has ended. All tasks and activities are to be completed within two (2) months of the last day of training or by September 30, 2018 (whichever is earlier).

Only the WA-COR, CL-COR or CO can give technical direction. Other federal employees may engage in technical communications which is the informal exchange of information between federal employees and contractors. Technical communication does not direct the contractor, and is not binding on the contractor.

#### **IV. SCHEDULE OF DELIVERABLES:**

Specific deliverables, by Task, are detailed in the table below. All work will be determined by technical direction.

This work requires experience in the development and manipulation of basic geospatial datasets, map layer, geodatabases and ESRI map application templates. It is necessary for the contractor to have familiarity with EPA's Geoplatform, or a similar platform at another federal agency or department.

**TASK 1: WORK PLAN SUBMISSION**

<u>DELIVERABLES</u>	<u>DUE DATE</u>
Work plan and budget	According to contract.
Monthly progress reports	Monthly.

**TASK 2: TRAINING DEVELOPMENT**

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
An initial meeting between the EPA HQ and R1 staff and the Contractor to discuss expectations, training needs, tentative schedule and location of training.	Develop schedule for communications with EPA staff along with milestone dates to be sure all deliverables are finalized for successful completion of the conference	Within thirty (30) days after contract award.
Initiate, carryout and finalize negotiations with selected hotel facility for meeting room use, sleeping room rates and transportation of participants during field tour.	Get cost estimates at selected hotel facility for: meeting space, hotel room block for attendees, availability of hotel transportation during a field tour, audio/visual component costs for meeting space, etc. Finalized Contract with Hotel	At least five (4) months prior to training date for cost estimates  At least four (3) months prior to training date for Finalized Contract with Hotel
Develop conference announcement, reminder, registration and other informational material for participants	Save the date announcements and PowerPoint design template for training materials	At least three (3) months prior to training date



<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
<p>Develop and maintain conference website, including: making online registration for training attendees available and uploading of conference material to the website throughout the registration period until two months after the conference ends.</p> <p><b>The site should be developed within EPA's Web Content Management System (WebCMS); information for contractors on WebCMS is available at <a href="http://www2.epa.gov/webguide/drupal-webcms-access">http://www2.epa.gov/webguide/drupal-webcms-access</a>.</b></p>	<p>Website is complete and registration is available online and linked to a reminder mechanism to help participants arrive to training prepared. Conference material is continually added and updated.</p>	<p>Conference website is finalized and approved by EPA staff 3 months prior to training date</p> <p>Bi-weekly updates of registration status to EPA staff</p> <p>Course materials are uploaded to website throughout the registration period</p> <p>Presentations uploaded to the website for participants on the first day of training.</p> <p>Website is maintained for two (2) months after the last day of training.</p>
<p>Determine the field activities/tour logistics with Tribal staff and EPA staff.</p>	<p>Itinerary for Field Activities/Tour that identifies location, schedule and logistics.</p> <p>Agenda of Field Tour sent to EPA staff for final approval</p> <p>Arrange with Hotel transportation to/from Field, including drivers (if needed).</p> <p>Develop information about field tour for potential participants</p>	<p>At least two (2) months prior to training date</p>

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
	(purpose, location, activities, appropriate attire, etc.) for inclusion in conference materials and for posting on conference website	
<p>Integrate Region 1 training materials into design template, develop course instructions for EPA staff review.</p> <p>Develop Certificate of Training Completion for tribal participants</p>	<p>Provide training materials, course instructions, and certificate to EPA staff for approval. All materials shall be 508 compliant.</p> <p>Training certificate should be accessible on the conference website to training participants for two (2) months after the last day of training.</p>	<p>Draft of conference materials and training certificate- At least forty-five (45) working days prior to the training date.</p> <p>Final documents (incorporating any EPA staff changes) – At least fifteen (15) working days prior to the training date.</p> <p>Certificates are electronically accessible to participants for two (2) months after completion of the last day of the conference</p>
Provide technical support for all presenters at during the training (use of laptop, PowerPoint, microphone, etc.)	Technical support provided	At training, in the meeting room, while presentations are being given.
<p>Distribute evaluation forms and collect completed forms.</p> <p>Distribute Certificate of Training Completion to participants with earned continuing education credits identified on the certificate.</p>	<p>Evaluation Forms distributed to participants and completed forms are collected.</p> <p>Certificates are distributed to participants.</p>	<p>On the last day of training:</p> <p>Collect completed evaluation forms at end of training and give to EPA technical contact.</p>

<u>DELIVERABLES</u>	<u>PERFORMANCE STANDARD</u>	<u>DUE DATE</u>
Provide EPA staff with a copy of the sign-in sheets from each day of the conference.	EPA staff receives copy of daily sign-in sheets	Within three (3) business days after the completion of the training

**All final documents shall be provided to the WACOR in electronic (PDF or MS Office) format and must be 508-compliant.**

## **V. MISCELLANEOUS:**

### **Software Application Files and Accessibility:**

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see: <https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual PNG file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

The EPA WACOR shall identify which of delivered products will require 508 compliance.

## **VI. TRAVEL:**

The contractor (1 person) shall anticipate 5 days (trip duration) in support of this WA over the duration of the performance period. Travel will be directly related to the scope of this Work

Assignment and support advancement of the work under Tasks 1 and 2, as well as the EPA's Mission to ensure protection of human health and the environment.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS:**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. CONTRACTOR IDENTIFICATION:**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING:**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. TECHNICAL DIRECTION:**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. QUALITY ASSURANCE SURVEILLANCE PLAN:**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.